

3 AUG 1973

MEMORANDUM FOR: Deputy Director for Management and Services

SUBJECT : Office of Personnel Report - Week Ending
3 August 1973

25X1A 1. Studying Management Practices of Other Intelligence Community
25X1A Agencies: On 31 July 1973 [REDACTED] Deputy Director of Personnel for
25X1A Plans and Control, met with [REDACTED] of the Intelligence Community
25X1A Staff to discuss the possibilities of accepting [REDACTED] offer to have the
25X1A Office of Personnel participate in "feedback" from the research efforts of
25X1A [REDACTED] He is currently under contract with the IC Staff and is
25X1A expected to review the human resources management practices and techniques
25X1A of the other intelligence community agencies.

25X1A [REDACTED] stated that [REDACTED] is not yet fully cleared and is
25X1A presently involved in non-classified "start-up" studies of the community.
25X1A OP is invited to meet with [REDACTED] to describe our current interests in
25X1A developing more complete information on general personnel management
25X1A policies, practices and techniques of non-CIA organizations. [REDACTED]
25X1A believes that OP could feed specific requests to [REDACTED] who in the course
25X1A of his IC Staff efforts could provide us with useful information. Since the
25X1A type of information we are seeking does not involve classified data, [REDACTED]
25X1A agreed to arrange for our representatives to meet with [REDACTED] on 6 August.

25X1A 2. Meetings:

a. This week we met with Department of Agriculture
personnel officers regarding their promotion and assignment
systems. Also, we acquired data describing these systems.

b. We met with Mr. Lane of the central personnel
office of the Department of Interior for the purpose of acquiring
information relative to their promotion and assignment pro-
cedures. We will add this to the data being developed for the
Personnel Approaches Study Group.

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3. Position Management:

25X1A a. A survey report for the Office of Communications
[REDACTED] Communications Division is being developed and
descriptions are being prepared.

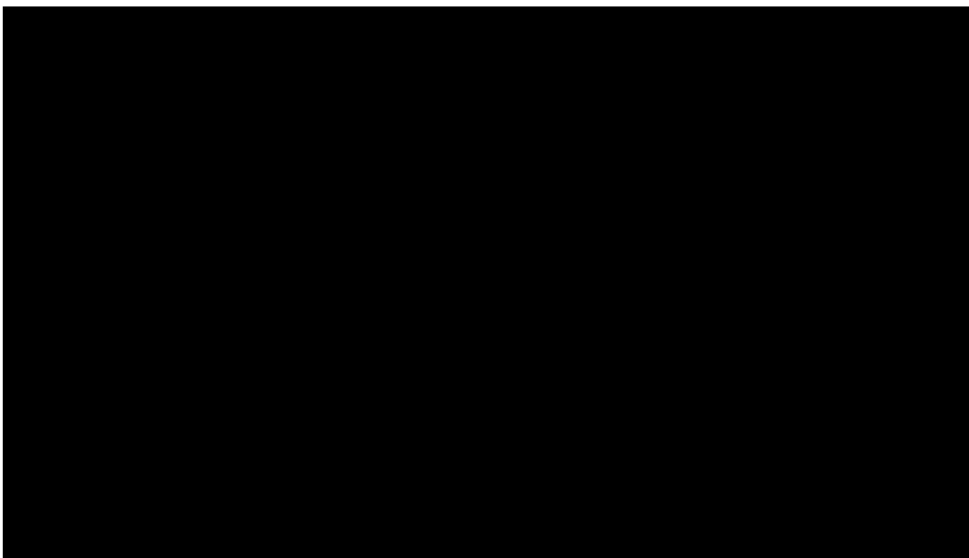
25X1A b. Preliminary discussions were held with the OEL
Administrative Staff regarding the proposal to transfer
25X1A [REDACTED] from NE to OEL.

25X1A c. Changes in the Wage Schedule affecting [REDACTED]
[REDACTED] have been issued effective 22 July 1973.
Increases averaged 5.5%.

4. External Placement: New external placement cases have continued to taper off, as expected, but our existing clientele continue their repeated visits and calls for job leads. Meetings were held with the Office of Security to coordinate the development of job leads and selection of nominees. Outside contacts were made with a Marriott representative who hires security officers, with the head of a commercial employment agency formerly with this Agency, and with officials of certain Government agencies.

5. Rehired Annuitants: During the week I approved the following retired annuitant cases for the Directorate of Management and Services:

25X1A



25X1A 6. Military Personnel: The following personnel were cleared and
25X1A processed for duty with the IC Staff: [REDACTED]

7. Co-op Program: All offices except two have reported their requirements for co-op students for the January-June 1974 period.

8. Insurance: The Headquarters notices regarding payroll deduction of life insurance premiums and changes in the UBLIC life insurance plan have been distributed. With the release of these notices, individual notices were mailed on 1 August to employees enrolled in the UBLIC, WAEPA and Contract Life plans informing them of the exact amounts that would be deducted from their pay checks.

9. Suggestion Awards: The comprehensive handbook on the Suggestion and Invention Awards Program has been revised, published and sent to Suggestion Awards Committee members, coordinators and internal panel members.

Coming Events

1. We expect to continue work on surveys of OSR, FMSAC, OTS, OC and DDI Admin Support, and our study concerning the physical security functions of the Commo Security Staff.

2. Continue our support of Personnel Approaches Study Group studies.

25X1A 3. On 9, 10 and 11 August Recruitment Division will participate in a Military Job Fair to be held at the Crystal City Marriott Motel. Up to 1500 military personnel and at least 105 employers are expected. Our
recruiters, [REDACTED]
will be accompanied by representatives of the Office of Communications who will be seeking electronic technicians.

25X1A [REDACTED]
Acting Director of Personnel

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